



# WoodsWISE

Incentives to Stewardship Enhancement



## **Planning and Completing a WoodsWISE Project**

**These instructions are for landowners and consulting foresters (“Stewardship Foresters”) who have applied and received an approval letter from Maine Forest Service for a WoodsWISE Project.**

**The “Next steps” are outlined here. Please take a moment to review them:**

### **Planning the Project**

1. First, the Stewardship Forester prepares a written Project Plan that describes the project specifics, and submits it (within 3 months of the approval letter) to the MFS District Forester.
2. The MFS District Forester reviews and approves the proposed Project Plan based on WoodsWISE guidelines. Note: the Project Plan must be approved before other work can begin.

### **Doing the Project**

3. The Stewardship Forester may have additional project layout, marking, or other fieldwork to complete (depending on the type of project).
4. The landowner (and/or a contractor) does the approved practices (such as thinning, pruning, planting, erosion control work, etc.) as outlined in the Project Plan. (The Stewardship Forester may help in supervising/monitoring the work.)
  - a. Keep track of your costs in doing the project (e.g. time spent)
  - b. Keep receipts and copies of bills
  - c. Keep track of check numbers for any project costs paid for by check
5. Once the work is done, the Stewardship Forester makes a final inspection. The project should be completed within 12 months of the MFS approval letter.
6. The landowner pays the Stewardship Forester and any other contractor(s). Make sure you get receipts and keep copies of bills.

## Getting Reimbursed

7. The landowner and the Stewardship Forester complete the paperwork for submitting a claim for payment.

**Checklist:** The following documentation is needed:

- ☐ WoodsWISE Project Claim for Payment form (signed by landowner).
- ☐ WoodsWISE Project Affidavit and Cost Summary form (signed by landowner and Stewardship Forester)
- ☐ WoodsWISE Project Forester Certification Form (signed by Stewardship Forester)
- ☐ Copy of the Stewardship Forester's bill(s) for project services (marked "paid" and initialed/signed by the Stewardship Forester)
- ☐ Copies of any other receipts/bills for project costs

Note: forms are available at MFS's website, <http://www.state.me.us/doc/mfs/fpm/wwi/wwi.htm>

8. The Stewardship Forester submits the above required information to the MFS District Forester .
9. The MFS District Forester reviews documentation and inspects the work on site.
10. Once the project and documentation have been approved by the MFS District Forester, he/she forwards the paperwork to MFS's Augusta office, which requests a check to be sent out through the state's accounting system. Allow 4-6 weeks for payment.

**Questions? Please call your MFS District Forester, or Morten Moesswilde/Judy Tyler at the Maine Forest Service Augusta office at (207) 287-2791.**

*Thank you for your participation in the WoodsWISE program.*